

NCLB Code Instructions

MUNIS

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1 Introduction

Welcome to the “No Child Left Behind” Coding Instructions. The Kentucky Department of Education is required to segregate those Paraprofessionals denoted as Highly Qualified based on the “No Child Left Behind” efforts. This guide will help your district denote these Highly Qualified employees so that when the CSD report is generated, these Highly Qualified individuals are reported directly from the MUNIS system.

If You Need Help

If you have explored this user guide and have problems generating the required MUNIS report, please contact the MUNIS Help Desk at (800) 722-4908.

2 Employees Eligible for Reporting

The first step is to identify the employees that should be categorized as No Child Left Behind, Highly Qualified. Once your district has determined the appropriate employees to include, you can assign an attribute to these employees for inclusion in the CSD report.

2.1 Assigning Employees for NCLB Reporting

1. Select Payroll/Personnel.
2. Select Employee Maintenance/Reports.
3. Select Employee Master F/M.

You see the screen below.

Select employees to assign for NCLB reporting:

1. Select the **Find** icon (magnifying glass).
2. Enter employee number(s) or name to select the employee.
3. Press **Esc** or select the **Check Mark** icon.

4. If the appropriate employee to assign to NCLB displays, select the **Menu** button. The following screen appears:

Munis Main Menu - 2003mr Test Database - bpelleti

System Edit Windows Favorites Financials Payroll/Personnel Revenue/Billing Other Admin Help

EMPLOYEE MASTER F/M - 2003mr Test Database

OK

Employee Number 7

Social Security No 111-11-1007

Employee Name Last First M Suf
ADAMS WILMA S

Active Status A ACTIVE

Primary Job Class 7318 INSTRU

Primary Location 030 OWINGS

Primary Group/BU CLAS CLASSI

Primary Pay Frequency S SEMI-MONT

Primary Org/Obj/Proj 0002118 C

Personnel Status FP FULL TIM

Check/Office Location

USER DEFINED FIELDS

- JOB, SALARY, ACTIONS
- RECURRING PAY
- DEDUCTIONS/BENEFITS
- EMPLOYEE DETAIL HISTORY
- ACCRUALS/ATTENDANCE
- PERSONNEL ASSIGNMENTS
- RETIREMENT DATA
- EMPLOYEE CERTIFICATIONS
- EMPLOYEE EVALUATIONS
- PERSONNEL ACTIONS

Prev Next Run Exit

1 of 1

Run program selection menu NUM OVR

5. Double click on the “**USER DEFINED FIELDS**” menu item. The following screen appears:

The screenshot shows a software window titled "Munis Main Menu" with a menu bar (System, Edit, Windows, Favorites, Financials, Payroll/Personnel, Revenue/Billing, Other, Admin, Help) and a toolbar. Below the menu bar is a sub-window titled "EMPLOYEE USER DEFINED FIELD F/M - 2003mr Test Database". On the left side of this sub-window is a blue vertical sidebar with buttons: "Action", "Global", and "Exit". The main area of the sub-window is yellow and contains the following fields:

- Emp # [text box]
- SSN [text box]
- Last [text box]
- First [text box]
- Field ID Code [text box]
- Date [calendar icon]
- Code [text box]
- Description [text box]

At the bottom of the window, there is a status bar with the text "Add/Del data item for selected employees." and two buttons labeled "NUM" and "OVR".

6. Select the **Add** icon (blank sheet of paper) or type “a” to add.
7. The employee number and name will appear.
8. Enter “**NCLB**” into the “Field ID Code.”

Repeat these steps until all eligible employees are assigned.